

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: **ASSISTANT SUPERINTENDENT**
(12 month position available June 1, 2015.)

Job Order Number: 4080101

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$56,256 annually

Deadline: April 1, 2015 – until filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

(Other qualifications and experience which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the below.)

Master's Degree in the Education of the Deaf or Master's Degree in School Administration/Supervision with an emphasis on administering programs for the Deaf.

Minimum of five (5) years experience as a classroom teacher working with the Deaf and Hard of Hearing.

Three (3) years experience in supervision or an administratively related position.

PREREQUISITES FOR THE JOB

Thorough knowledge of the administrative practices necessary for the smooth day-to-day operation of a residential school for the Deaf and Hard of Hearing children.

Knowledge of child growth and development, especially as it relates to Deaf and Hard of Hearing children.

An ability to direct professional groups in the design of curricula.

Knowledge of effective supervision techniques.

Must meet the required American Sign Language competency level of Advanced.

Ability to communicate effectively in written and a variety of other modes.

Ability to establish and maintain effective and harmonious working relationships with students, staff, parents and others in the local and professional community.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.)

Works with building level administrators to coordinate the development, evaluation and revision of the school curriculum.

Coordinates all activities related to the administration of the performance based teacher evaluation program and the school incentive program.

Assists in screening, interviewing and selection of faculty and other personnel as appropriate. The Assistant Superintendent will recommend new hires to the Superintendent.

Directs building level administrators in the yearly scheduling of students and teachers.

Supervises and evaluates student services personnel and provides leadership for programming; facilitates pupil services team meetings; acts as communication liaison between residential staff and school staff; and works to insure compliance with pertinent state and federal statutes of governing the placement and education of Deaf and Hard of Hearing students.

Supervises and the development of a suitable professional development plan, which meets all requirements/standards of the Department of Elementary and Secondary Education. Insures that appropriate in-service activities for new staff are operational within departments supervised.

Counsels/meets with students and/or parents as necessary.

Acts as a coordinator for cost centers' budgets for the individuals supervised, seeing that funds are properly allotted and expended to provide for the educational, recreational and support needs of students enrolled.

Responsible for the coordination of the daily transportation system.

Performs other duties as assigned by the Superintendent.

APPLICATION PROCEDURE

Complete a DESE application online at

<http://dese.mo.gov/financial-admin-services/human-resources/application-process>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS

ANNUAL LEAVE: Accrue approximately 10 hours per month for new school term employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue approximately 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS).

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) plan is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII

of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.